



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

Fiscal/Administrative Manager 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: STATE EMPLOYEES who currently hold this Title, or held Permanent Status in This Classification

Location: Connecticut Valley Hospital ~ Administrative & Support Services ~ FISCAL SERVICES - Middletown, CT

Job Posting No: CV-76450

Hours: 1st Shift ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours weekly

Salary Range: \$101,558.00 - \$138,477.00

Closing Date: November 20, 2016

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status

Duties may include but not limited to: Directs staff and operations of fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; coordinates, plans and manages activities; formulates program goals and objectives; develops or assists in development of related policy; reviews fiscal and administrative operations for effectiveness and compliance with statutory requirements and agency policies and procedures; acts as liaison both internally within the state and externally; evaluates staff; directs budget management function; maintains contacts with individuals both within and outside of unit who might impact on program activities; advises agency head regarding fiscal and administrative matters; assists EDP experts in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation; in addition to directing fiscal/administrative functions may direct support services such as maintenance, duplicating services, switchboard, mailroom, food services, security and housekeeping; in a facility or institution, in addition to the above, may ensure conformance with related standards of JCAH, OSHA, Environmental Protection and other regulatory agencies; may direct a program of internal and/or external audit; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment ([CT-HR-12](#))

To be considered for this position:

1. **DMHAS employees who are lateral transfer, promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

EMAIL: CVH-RECRUIT@CT.GOV
FAX: (860) 262-5055

Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. MANAGERIAL -02